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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 31 July 1958

FROM : Chief, Plans and Policy Staff

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Date: 0-8 MAR 1978 BY: 

SUBJECT: Weekly Activity Report #30

A. COMPLETED PROJECTS1. Budget Statement

The accomplishments and objectives budget statement of the Office of Training and the Plans and Policy Staff has been prepared for the Executive Officer for subsequent presentation to the Bureau of the Budget.

2. Course Report

A draft of a Notice establishing the requirement for an end-of-course report and the School Chiefs' comments have been forwarded to the DTR for review.

B. PROJECTS IN PROCESS1. Employees Training Act (P. L. 85-507)

(a) The Deputy General Counsel has advised that he will notify OTR of action taken by the Bureau of the Budget concerning requested Agency exceptions to the Act.

(b) Mr.  Personnel Office, was asked if he would give the undersigned a memorandum on any discussions concerning the Training Act made at a recent meeting of various Government agencies at the Civil Service Commission. He stated that he could not provide summaries of lengthy discussions and in the future, if training subjects were on the agenda, he would ask me to attend. Although we do not desire participation, through discussions with other agency representatives at Commission meetings, desirable information may be obtained concerning other training programs.

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(c) A review is now being made of the Employees Training Act to determine its implication to OTR and the Agency.

2. JOT Notebook

The draft of a JOT notebook has been sent to the various School Chiefs for their information, requesting desired revisions if believed necessary.

3. [ ] Master Plan

Initial arrangements with DD/S representatives have been made to call a meeting to discuss implementing actions in connection with the [ ] master plan. Mr. [ ] has been assigned Headquarters coordinating responsibility for the construction of a new academic building [ ]

4. Staff Meeting

Arrangements were made with Mr. [ ] to discuss his activities at an OTR staff meeting. As Mr. [ ] will not be available until the month of September, he was advised that DTR will call him for a specific date sometime during that month.

5. Visit at ISOLATION

Messrs. [ ] to acquaint Mr. [ ] with the facilities at the [ ] and to discuss the JOT training program with the Chief, Field Training.

*for*



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